

## **Special Projects**

Special Projects Grants available: total amount of Grants not to exceed the annual budgeted amount.

1. Mini-Grants (\$300.00 or less)
2. Major-Grants (more than \$300.00)

**Purpose:** The purpose of the PSAHPERD Special Projects Committee is to facilitate and coordinate the awarding of financial support for activities and projects which are aligned with the mission and goals of the PSAHPERD. Additionally, the PSAHPERD Special Projects Committee is responsible for monitoring the progress of all funded projects and providing detailed project reports/updates at each PSAHPERD Executive Board meeting.

1. **Project and Project Proposal Requirements:** A proposal must be typed and double-spaced, and will not be considered if it fails to comply with stated guidelines, is not received in a timely manner, and/or is incomplete or incorrect.
  - a. Project Directors must be PSAHPERD members in good standing. Allied and/or Affiliated Organizations of the PSAHPERD may apply for Special Project Grants, however, a PSAHPERD must serve as Project Director. Accountability for the project, both fiscal and managerial, is the responsibility of the Project Director.
  - b. Proposed projects must be consistent with the constitution and policies of PSAHPERD. The expected outcomes of proposed projects must address the mission and at least one goal of the PSAHPERD.
  - c. Project proposals must be global in nature addressing a specific HPERD need. Within Pennsylvania proposals that request funding for:
    - I. individual study, research, and/or travel
    - II. the advancement of a specific private business, employer and/or educational agency
    - III. project period is allowed for one calendar year only and will begin on the date of acceptance.
    - IV. Project funding may be renewed or continued based upon satisfactory completion and evaluation of the project in a timely manner as well as submission of a new, updated proposal.
2. **Time Frame for Project Proposal Completion**
  - a. Special Project Proposals are Action Items on the Spring and Fall PSAHPERD Executive Board meetings. Proposals must be received at least four (4) weeks prior to the meeting so as to allow for Board input and recommendations, if deemed necessary by the PSAHPERD Board .
  - b. Special Projects are to be completed within a fiscal year from the time funding is granted. A thorough follow-up report based on completion of project goals, must be submitted to

- the Executive Director and presented to the Executive Board upon completion of the project.
- c. The Executive Board shall determine the appropriate action to be taken should a Special Project fail to reach completion or be terminated during the process (Requires Executive Board Action).
  - d. All project proposals must identify and accurately describe each of the following component:
    - i. Name of PSAHPERD membership number and contact information of Project Director.
    - ii. Title of Project
    - iii. Description of Project- A summary which addresses the importance of project, direct beneficiaries, a list of activities to be carried out
    - iv. Statement of need
    - v. Detailed timeline and action plan, including a definite deadline for completion
    - vi. Description of evaluation procedures and processes to be used
    - vii. Budget and approximate date(s) of expenditures
    - viii. Brief biographical information of Project Director, individuals and/or group to be involved with the project.
    - ix. Identification of project value to the PSAHPERD
    - x. Any additional information or supporting documentation that will aid in the review of the project proposal
    - xi. A statement o future commitment to provide either a Journal article and/or workshop presentation to the overall membership of PSAHPERD must be included.

3. **Application form-** ( see below)

**PSAHPERD SPECIAL PROJECTS GRANT PROPOSAL**

**PROJECT NARRATIVE:**

1.) Description of Project

2.) Purpose

3.) *Target Population to Benefit*

4.) Procedures:

5.) Project Time Frame:

a. Beginning Date:

b. Completion Date:

6.) Goals

7.) Benchmarks - Anticipated Date of Completion for Each Benchmark

(steps to reach goal)

8.) Rationale/Justification: (eq., need, how the results will be used, value to PSAHPERD)

9.) Follow up commitment (check at least one)

- a. \_\_\_\_\_ workshop at PSAHPERD convention
- b. \_\_\_\_\_ article in the PSAHPERD journal

**PSAHPERD SPECIAL PROJECTS GRANT PROPOSAL  
BUDGET SUMMARY**

This budget summary is rounded off the nearest dollar and estimates the expenditures/revenue as of the date of submission.

| <b>LINE ITEM</b> | <b>FUNDING REQUEST<br/>FROM PSAHPERD</b> | <b>ORGANIZATION/AGENCY<br/>CONTRIBUTIONS</b> |
|------------------|--|--|
| Materials:       | _____                                    | _____  |
| Printing:        | _____                                    | _____  |
| Postage:         | _____                                    | _____  |
| Travel:          | _____                                    | _____  |
| Lodging:         | _____                                    | _____  |
| Consultants:     | _____                                    | _____  |
| Other:           | _____                                    | _____  |
| (Specify)        |  |  |
| <b>TOTALS:</b>   | _____                                    | _____  |

Agency, organization, or group providing matching or additional funds (name and address, contact person, phone, e-mail, fax)

If revenue income is to be generated from this project, what is the projected income?

How will income be generated?

Where will this revenue be directed?

The PSAHPERD Special Projects Grant Proposal should be sent electronically to the Special Projects Committee Chair.

**For additional information contact:**

Linda Miller, Special Projects Committee Chair

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